

**MINUTES
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 17, 2024**

**10:22 a.m. – 11:25 a.m.
Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

Members Present: George Herl, Chair
Phillip Smallwood, Vice-Chair
Andrew Wolf

Members Absent: Tom McClung, Apologies Received

County Staff: Erica LeMaster, Community Liaison

Guests: See attached sign-in sheet

Call to Order / Roll Call

The meeting was called to order at 10:22 a.m. Roll call was taken, and a quorum was established.

Election of Officers:

- Chair: Mr. Smallwood nominated Mr. Herl, the nomination passed unanimously, there were no other nominations.
- Vice-Chair: Mr. Herl nominated Mr. Smallwood the nomination passed unanimously, there were no other nominations.

Sunshine Law, Roberts Rules of Order and Public Records:

The Advisory Board watched the Sunshine Law and Roberts Rules of Order video presented by the County Attorney. Ms. LeMaster reviewed where to find the Records Management Department contact information on the webpage and noted a public record request can be submitted to any county employee; there were no questions on Public Records Law.

Citizen Input on Agenda Items (3-Minute Limit):

None

Approval of Minutes:

The draft minutes from September 20, 2023, and November 13, 2023, were unanimously approved as submitted.

Unfinished Business:

- a. Fiscal Year (FY)23 Paving Program: The group discussed the paving and requests to meet with Mr. Layport to discuss a few issues they would like him to look at. Discussion ensued regarding sod, and damages caused by Comcast, and new construction. Ms. LeMaster reviewed the FY23 Paving Program Expenditure spreadsheet with the group. Mr. Wolf made a motion to meet with the Project Manager on site to go over the final punch list before final funds are distributed to the contractor. The motion was seconded and passed unanimously.
- b. Jean La Fitte Boulevard: Ms. LeMaster provided an update advising the board that the funding for the repairs on Jean La Fitte Boulevard will be funded through South Charlotte

Stormwater. The group provided input asking for the county to consider using a Gabion Wall with galvanized steel to stabilize the bank. Ms. LeMaster advised that the project now falls under South Charlotte Stormwaters purview since they are funding the project, but they can make recommendations. Discussion ensued regarding the history of the Jean La Fitte ditch.

New Business:

- a. Financial Reports: The FY23 Annual Report was reviewed. Questions arose regarding the type of loan for the paving project and current interest rate. Ms. LeMaster advised that the loan obtained is a commercial paper loan with a variable interest rate. The most recent interest rate was 4.96% in November 2023.

Citizen Input on MSBU Items (3-Minute Limit):

None

Advisory Board Open Discussion:

Discussion ensued regarding a hydraulic study. Ms. LeMaster advised that if they would like to do a street-based drainage study that would be funded through Pirate Harbor Street and Drainage. Discussion continued regarding Southwest Florida Water Management District (SWFWMD).

Meeting Schedule / Items for the next agenda:

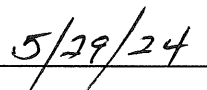
Meetings are tentatively scheduled at 10:30 a.m. at the Punta Gorda Charlotte Library as follows:

- May 29, 2024
- August 21, 2024
- November 6, 2024

The meeting adjourned at 11:25 a.m.

Submitted by: Erica LeMaster
Public Works Department


Chair Signature


Date

**AGENDA
PIRATE HARBOR STREET & DRAINAGE
MUNICIPAL SERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
MONDAY, JANUARY 17, 2024**

**10:00 a.m., Charlotte Harbor Event Center
75 Taylor Street, Punta Gorda, Florida**

BOARD MEMBERS: George Herl, Chair
Phillip Smallwood, Vice-Chair
Tom McClung
Andrew Wolf

COUNTY STAFF: Erica LeMaster, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Approval of Minutes: September 20, 2023, and November 13, 2023
3. Election of Officers
4. Annual Review – Sunshine Law, Roberts Rules of Order, Public Records
5. Unfinished Business:
 - a. Update: FY23 Paving Program
 - b. Jean La Fitte Bank Stabilization Project
6. Citizen Input on Agenda Items (3-Minute Limit)
7. New Business:
 - a. Financial Reports
8. Advisory Board Open Discussion
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Meeting Schedule / Items for Next Agenda
11. Motion to Adjourn

FY2024 Tentative Meeting Schedule

Pirate Harbor S&D

MSBU Advisory Board

- **1/17/2024 – 10:00 a.m. Charlotte Harbor Event Center**
- **5/29/2024 – 10:30 a.m. Punta Gorda Library**
- **8/21/2024 – 10:30 a.m. Punta Gorda Library**
- **11/6/2024 – 10:30 a.m. Punta Gorda Library**

Pirate Harbor Street and Drainage MSBU
Fund Financial Report - 5 Year Annual Report
Oct. 1, 2018 - Sept. 30, 2023

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Adopted Budget FY2023	Amended Budget FY2023	Actual FY2023
Beginning Balance	\$ 250,331	\$ 293,057	\$ 400,089	\$ 395,257	\$ 395,146	\$ 395,146	\$ 479,125
Revenues							
Assessments & Earnings							
Assessments	51,309	116,945	116,824	116,408	120,470	-	116,444
Interest	5,874	5,445	2,243	3,868	936	-	25,195
Net Inc/(Decr) Fair Market Value-Investments	3,830	3,328	(2,128)	(9,036)	-	-	8,549
Misc Rev-Refund Prior Year Exp	-	-	-	-	-	-	-
GDC Recovery (Interfund Trf-Capital Projects)	-	-	-	-	-	-	-
Excess Fees /Tax Collector	315	-	704	641	-	-	631
Less 5% Reserve - FS 129.01(2)b	-	-	-	-	(6,071)	-	-
Grant & Subsidy Revenue							
State Grant	-	-	-	-	-	-	-
Loans & Borrowing							
Debt Proceeds	-	-	-	-	606,000	916,716	1,113,000
Total Revenue	\$ 61,328	\$ 125,718	\$ 117,644	\$ 111,881	\$ 721,335	\$ 1,032,051	\$ 1,263,820
Expenditures							
Contract Services							
Engineering	-	-	-	-	-	-	-
Other Contractual Svcs	-	-	-	6,625	-	-	675
Concrete Flatwork	-	-	4,785	-	5,000	-	-
Drainage	-	-	-	-	-	-	-
Street Sweeping	-	-	-	-	-	-	-
Installed Sod	-	-	7,780	1,440	12,450	-	-
Paving	-	-	-	-	-	-	-
Contract Services; other							
Pipe Lining	-	-	-	-	20,000	-	-
Right of Way Maint	1,830	2,988	3,384	3,384	3,486	-	1,944
ROW Reclamation	-	-	-	-	-	-	-
Specialty Mowing	250	-	-	-	-	-	-
Public Works Services							
Equip Repl Charges-PubWrks	965	322	15,013	971	3,270	-	2,185
Operating Exp-PubWrks	13,934	13,093	82,225	13,040	20,674	-	12,576
Road & Bridge Materials	22	30	5,939	-	2,636	-	3,674
Sign Materials	-	-	366	369	332	-	-
Internal Charges							
Central/Indirect Svcs	557	758	796	712	748	-	748
Purchased Services							
Personal Svcs-InterDept	-	-	-	-	-	-	-
Postage	-	-	-	-	-	-	-
Printing & Binding	-	-	-	-	-	-	178
Advertising-Legal	206	-	-	-	-	-	411
Fees-Landfill	133	-	694	-	-	-	861
Collection Fee-Tax Collector	704	1,495	1,494	1,472	2,410	-	1,405
Materials and Supplies							
Capital Outlay							
Imprv-Other Than Bldgs	-	-	-	-	-	-	-
Debt Services							
Principal	-	-	-	-	-	-	-
Interest	-	-	-	-	33,732	-	6,403
Other Debt Service Costs	-	-	-	-	-	-	-
Project Costs							
Pirate Harbor Paving Program							
Paving	-	-	-	-	783,000	1,093,716	822,949
Rejuvenation	-	-	-	-	-	-	-
Labor (not reported separate prior to FY23)	-	-	-	-	15,660	-	26,724
Total Expenditures	18,602	18,686	122,476	28,013	903,398	1,214,114	880,733
Reserves (Ending Fund Balance)	\$ 293,057	\$ 400,089	\$ 395,257	\$ 479,125	\$ 213,083	\$ 213,083	\$ 862,213
Reserve %	94.0%	95.5%	76.3%	94.5%	19.1%	14.9%	49.5%

Date Prepared: 1/2/2024

